

AGREEMENT OF GRANTEE

As a condition of a total grant of \$600.00 from the Northland Foundation to **Duluth Public Schools, ISD 709** to support the **Forestry Field Day 2011** project, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated November 19, 2010 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Duluth Public Schools
Name of Organization or Fiscal Agent


Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

11/22/10
Date

Project #4838

NORTHLAND FOUNDATION

November 19, 2010

Tim Verner, Science Curriculum Specialist
Duluth Public Schools, ISD 709
215 N 1st Avenue East
Duluth, MN 55802

Project #4838

Dear Mr. Verner:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Forestry Field Day 2011 project** and has approved a grant of **\$600.00** for the period (12/1/10 to 9/30/11) to **Duluth Public Schools, ISD 709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

Enclosed are two copies of the Agreement of Grantee for your review. If you agree with the conditions presented, please have one copy signed by the authorized official and return it to our office by **December 1, 2010**.

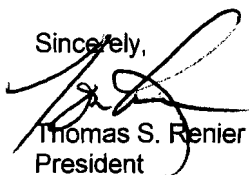
The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$600.00 in December 2010**.

The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the progress, outcomes, and financial activity of your project. To assist you in this process, I am enclosing one Final Report form. We will expect this report from you by **October 31, 2011**. Please provide us sufficient narrative to describe the progress and impact of your project. For your convenience, the reporting forms are available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Thomas S. Renier
President

Enclosures

cc: Carole Saylor
Carol Chipman



Building a Strong Foundation for the Future of Our Region

610 Sellwood Building ▪ 202 West Superior St., Duluth, MN 55802 ▪ p. 218.723.4040 ▪ 800.433.4045 ▪ f. 218.723.4048 ▪ www.northlandfdn.org

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Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project #4838

NORTHLAND FOUNDATION

Grant Final Report (\$5,000 and less)

Due Date: October 31, 2011

Project No. 4838

Name of Project: _____

Organization: _____

Amount of Grant from Northland Foundation: _____

Project Director/Contact Person: _____

Address of Contact Person: _____

Phone #: _____

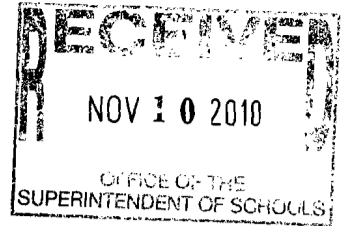
E-Mail Address of Contact Person: _____

1. Please write a brief description (1–3 paragraphs) of the project activities and outcomes.
2. Please provide the information requested below as it relates to your total project. (Include numbers for each box.)

TOTAL NUMBER OF ORGANIZATIONS SERVED	TOTAL NUMBER OF COMMUNITIES SERVED	TOTAL NUMBER OF INDIVIDUALS SERVED
#	#	#

3. Share one anecdote (story) that reflects the impact of the project on the audience.
4. Have all the grant funds been expended? YES _____ NO _____

If the grant funds have not been expended, please state how the remaining dollars will be used for the project. Also, list the amount of grant dollars unspent.
\$ _____



November 5, 2010

B:ll

Dr. Keith Dixon, Superintendent
#709 Duluth Public School
215 North 1st Avenue East
Duluth MN 55802

Dear Dr. Keith Dixon:

Your application submitted in response to the **867 – Learn and Serve Minnesota Service-Learning Grant** has been selected for funding contingent upon any required clarifications or changes that may be necessary to execute the award.

MDE staff will contact you directly to discuss any necessary clarifications. If you have questions related to the process, please feel free to contact the program specialist, Michelle Kamenov at michelle.kamenov@state.mn.us or 651.582.8434. Deb Rose, the grants specialist, will also be assisting with preparing the Official Grant Award Notification (OGAN) and any necessary budget changes. She will be the primary contact for financial reporting and payment requests once the OGAN is in place. Her contact information is debra.rose@state.mn.us or 651.582-8853.

Please be reminded that until an OGAN is in place, (you will be notified when this has been executed), costs should not be incurred and if work is conducted prior to execution of the OGAN, expenditures associated with that would be your sole responsibility.

Congratulations! The work of this project is important to our clients and the public/private sector in general who provide the funding for our projects.

Sincerely,

A handwritten signature in cursive script that reads "Faye Lovell".

Faye Lovell, Review Coordinator
Grant Services Division
Minnesota Department of Education

cc: Michelle Kamenov, Program Specialist
Deb Rose, Grant Specialist